



FOR CLERK USE ONLY
 City Council
 Item No. 13

CITY COUNCIL AGENDA FACT SHEET

City Attorney (Hodae)
 Department

October 19, 2010
 Requested Date

1. Request:

Council Approval	<input checked="" type="checkbox"/>	Information Only/ Presentation	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/>	Hearing	<input type="checkbox"/>

2. Requested Action:

Open Communication Policy

3. Fiscal Impact:

Revenue:	Increase	<input type="checkbox"/>	Source:	
	Decrease	<input type="checkbox"/>	Amount:	\$
Cost:	Increase	<input type="checkbox"/>	Source:	N/A
	Decrease	<input type="checkbox"/>	Amount:	\$
Does Not Apply			<input checked="" type="checkbox"/>	

4. Reviewed By:

Finance Dept. on _____ By: _____

Comments: _____

City Attorney on 10-8-10 By: J. Lyon

Comments: _____

Note: Back up must be submitted along with this form. Deadline is 5:00 p.m., 2 Fridays before the scheduled meeting date.

CLERK USE ONLY:

CITY COUNCIL DATE: _____

Action	<input type="checkbox"/>	Filing	<input type="checkbox"/>
Consent	<input type="checkbox"/>	Presentation	<input type="checkbox"/>
Hearing	<input type="checkbox"/>	Other(specify)	<input type="checkbox"/>

Reviewed by: City Clerk _____
 Date _____

City Manager _____
 Date _____

CITY COUNCIL AGENDA REPORT

SUBJECT: OPEN COMMUNICATION POLICY

AGENDA DATE: October 19, 2010

PREPARED BY: Jennifer M. Lyon, City Attorney (at the request of Councilman Hodge)

APPROVED FOR AGENDA BY: Victor Carrillo, City Manager

RECOMMENDATION: Consider Resolution requested by Councilman Hodge.

FISCAL IMPACT: None.

DISCUSSION (Current consideration): At the Council meeting of September 21, 2010, Councilman Hodge requested that an agenda item be presented on October 5, 2010 to discuss adopting an open door policy. On October 5, the Council directed staff to further revise the policy. Attached is the revised draft policy for the Council to consider.

RESOLUTION NO. 2010-_____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALEXICO
APPROVING AN OPEN COMMUNICATION POLICY FOR THE CITY OF
CALEXICO.**

WHEREAS, the City Council of the City of Calexico (hereinafter "City") believes in open and honest communication; and

WHEREAS, the City believes that open communication with an atmosphere of mutual trust is of prime importance to the City, its employees, and the taxpayers of the City; and

WHEREAS, the City desires to adopt a policy that encourages employees to come forward and communicate their concerns and recommendations with City Council members and City management without fear of retaliation.

NOW, THEREFORE, the City Council of the City of Calexico hereby resolves that:

Section 1: The above recitals are true and correct.

Section 2: The City has an Open Communication Policy that is designed to encourage employees to bring forward any concerns or questions so that the City can address such issues constructively. All employees should feel comfortable approaching and talking to the City Councilmembers individually to provide constructive criticism and/or suggestions regarding nonconfidential daily operations, efficiencies and budget saving ideas without fear of reprisal. The City also encourages employees to meet and discuss these budget saving suggestions with supervisors, Department Heads, or the City Manager.

This policy does not apply to personnel related matters. Employees should follow the City's existing policies, state and federal law, and report problems or concerns, such as personnel matters, potential harassment or discrimination, to supervisors, Human Resources or the City Manager.

Section 3: It is a violation of the City's policies to retaliate against any employee who brings a good-faith concern to the City's attention.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Calexico at its meeting held on the ____ day of _____ 2010, by the following roll call vote:

AYES: **COUNCILMEMBERS:**

NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

JOHN MORENO, MAYOR

ATTEST:

LOURDES CORDOVA
CITY CLERK

I, City Clerk of the City of Calexico, do hereby certify the foregoing to be a true and exact copy of Resolution No. 2010-____, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALEXICO APPROVING AN OPEN COMMUNICATION POLICY FOR THE CITY OF CALEXICO.

LOURDES CORDOVA
CITY CLERK

DATE

APPROVED AS TO FORM:

JENNIFER M. LYON, CITY ATTORNEY